



DEPARTMENT OF THE NAVY

DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

Canc frp: Oct 03

SPAWARINFOTECHCENNOTE 5420
ITC1211
22 Nov 02

SPAWARINFOTECHCEN NOTICE 5420

Subj: NOTIFICATION OF ASSIGNMENT TO COLLATERAL DUTIES AND COMMITTEES

Encl: (1) Collateral Duties and Committees Listing
(2) Format For Changes To The Collateral Duty Notice

1. Purpose. To issue a Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) list of assignments to collateral duties and committees.

2. Cancellation. SPAWARINFOTECHCENNOTE 5420 of 22 May 2001.

3. Action

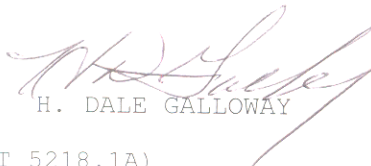
a. The department directors will review assignments to personnel and submit changes in writing to the Administrative Branch (ITC1211).

b. Personnel assigned duties in enclosure (1) will familiarize themselves with the appropriate directives listed and comply with the provisions of those directives in performing their duties. Personnel assigned collateral duties will attend all scheduled meetings or provide a substitute. Any circumstances, which preclude regular attendance of a member, will be reported to the immediate supervisor, who will identify a suitable replacement.

c. When the incumbent of a collateral duty/committee member is relieved, their relief will assume the assigned duties unless otherwise directed. Personnel will ensure their relief is familiar with all aspects of the collateral duty.

d. A memorandum in the format of enclosure (2) shall be forwarded to the Administrative Branch (ITC1211) for any changes, additions, or deletions as they occur.

4. Cancellation Contingency. This notice will remain in effect until issuance of a new notice bearing the same subject.


H. DALE GALLOWAY

Distribution: (SPAWARINFOTECHCENINST 5218.1A)
Lists G, H, and I

COLLATERAL DUTIES AND COMMITTEES LISTING

COLLATERAL DUTY

REFERENCES

BLOOD DONOR COORDINATOR
Ms Mary Cowart

OPNAVINST 6530.4A
OPNAVINST 6530.2C

DISASTER PREPAREDNESS CONTROL AND PLANS
Mr. John Kondas

SPAWARINFOTECHCENINST
3440.1A

DISASTER PREPAREDNESS TEAM
Mr. Edgar Hamilton
Mr. John Kondas
Ms Antoinette Stoufflet
Ms Mary Cowart
Mr. Robert Scheuermann
Mr. Jamie Passaro

CIVILIAN DRUG FREE WORKPLACE COORDINATOR
Ms Pam Brady

HRONOLAINST 5355.1

SPECIAL EMPHASIS ADVISORY COMMITTEE

Ms Charnelle Brown	Chairperson
Ms Martrenia Hawkins	Federal Women's Program Manager
Ms Linda Johnson	African American Program Manager
Ms Jocelyn Reyes	Hispanic Employment Program Manager
Ms Enola Merriman	Asiatic/Pacific Employment Program Manager

SPECIAL EMPHASIS ADVISORY COMMITTEE

MEMBERS AND ASSISTANTS

Ms Charnelle Brown
Ms Linda Bienemy
Ms Terry Claverie
Ms Irene Fraise
Ms Linda Johnson

ENERGY CONSERVATION AND ACTIVITY

OPNAVINST 4100.5D

ENERGY MONITOR

Mr. John Kondas

ENVIRONMENTAL PROTECTION AND NATURAL
RESOURCES PROGRAM MANAGER

OPNAVINST 5090.1B

Mr. John Kondas

ETHICS DESIGNEE

(Financial disclosure statements)
Mr. Ray Johansmeier

DoD Directive 5500.7R

FIRE WARDEN

Ms Mary Cowart

SECNAVINST 5100.10H

FRAUD, WASTE, AND ABUSE OFFICER

Mr. Edgar Hamilton

SECNAVINST 5430.92A

FREEDOM OF INFORMATION ACT COORDINATOR

Mr. Ray Johansmeier

SECNAVINST 5720.42F

HAZARDOUS MATERIAL CONTROL PROGRAM MANAGER

Ms Mary Cowart

SECNAVINST 5100.10H
OPNAVINST 5100.23F
OPNAVINST 5090.1B

Enclosure (1)

COLLATERAL DUTY

HOTLINE COORDINATOR
Mr. Ray Johansmeier

INFORMATION SYSTEMS SECURITY OFFICERS
Ms Maria Charles
Mr. Robert Dinkins
Ms Zina Flemings
Mr. Robert Stoufflet
Mr. Alfred Todd
Ms Milene Wagner
Ms Gwen Bouligny
Ms Sandra Ryder
Ms Genevieve Johnson

KEY CONTROL CUSTODIAN
Mr. Edgar Hamilton

MILITARY AWARDS BOARD
All Officers
All CPOs

MILITARY BACHELOR ENLISTED QUARTER (BEQ)/ADVISORY
ITCS Kenneth Madison

MILITARY BUS DRIVERS
ITCS Kenneth Madison

MILITARY CAREER COUNSELOR
YN1 Jimmie Handley (Primary)
ITCS Kenneth Madison (Alternate)

MILITARY CASH AWARDS PROGRAM ADMINISTRATOR
ITCS Kenneth Madison

MILITARY COMMAND MANAGED EQUAL OPPORTUNITY MANAGER
ITCS Kenneth Madison

MILITARY COMMAND MANAGED EQUAL OPPORTUNITY TRAINING
COORDINATOR
ITCS Kenneth Madison

MILITARY DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA)
YN1 Jimmie Handley

MILITARY EXCEPTIONAL FAMILY MEMBER REPRESENTATIVE
ITCS Kenneth Madison

MILITARY FAIR WINDS CLUB ADVISORY BOARD
ITCS Kenneth Madison

MILITARY FAMILY ADVOCACY PROGRAM
ITCS Kenneth Madison

MILITARY FAMILY OMBUDSMAN
ITCS Kenneth Madison

REFERENCES

SECNAVINST 5370.5A

NAVSO P5239-01
NAVSO P5239-07
OPNAVINST 5239.1B
SECNAVINST 5239.3

OPNAVINST 5530.14C

SECNAVINST 1650.1G

NAVSUPPACTNRLNSINST
11101.15H

NAVSUPPACTNRLNSINST
11200.1J

OPNAVINST 1040.11

OPNAVINST 1650.8C

OPNAVINST 5354.1E
OPNAVINST 5354.5

OPNAVINST 5354.5
OPNAVINST 5354.1E

OPNAVINST 5350.4C
COMNAVRESFORINST
5350.4E

OPNAVINST 1754.2A

Quarterly Meetings, 1st
month of each quarter,
2nd Wednesday,
NAVSUPPACT conference
room, building 8

OPNAVINST 1752.2A

OPNAVINST 1750.1D

COLLATERAL DUTY

REFERENCES

MILITARY FINANCIAL SPECIALISTS
ITCS Kenneth Madison

OPNAVINST 1740.5A

MILITARY HEALTH CARE CONSUMERS COUNCIL REPRESENTATIVE
ITCS Kenneth Madison

NAVMEDCLINICINST
6320.16

MILITARY PLANNING BOARD FOR TRAINING
ITCS Kenneth Madison

OPNAVINST 3120.32C

MILITARY VOTING OFFICER
ITCS Kenneth Madison

MILPERSMAN 1742-010

MINOR PROPERTY FORMAL SURVEY BOARD
Mr. Robert Scheuermann
Mr. Jamie Passaro
Mr. John Kondas

NAVSUP P485, Vol 3
Ashore

MORALE, WELFARE/RECREATION LIAISON
Ms Shelia Garibaldi (civilian)
ITCS Kenneth Madison (military)

BUPERSINST 1710.11

PHYSICAL SECURITY REVIEW COMMITTEE
Mr. Tony Jones
Mr. Ray Johansmeier
Mr. Edgar Hamilton
Mr. John Kondas
Ms Antoinette Stoufflet
Ms Mary Cowart
Mr. Robert Scheuermann
Mr. Lionel Cannon
Ms Sylvia Keller

OPNAVINST 5530.14C

PRIVACY ACT COORDINATOR
Mr. Ray Johansmeier

SECNAVINST 5211.5D

SAVINGS BOND COORDINATOR
Designated annually by the Business
Management Department (ITC12)

SECNAVINST 5120.3H

FORMAT FOR CHANGES TO THE COLLATERAL DUTY NOTICE

From: (Department Head)
To: Administrative Branch (ITC1211)
Subj: CHANGES TO THE COLLATERAL DUTY NOTICE
Ref: (a) SPAWARINFOTECHCENNOTE 5420

1. The following is submitted for entry into reference (a).

Name:

Rank:

Collateral duty assigned:

Name of previous collateral duty holder:

Effective date of turnover:

References:

Other:

Enclosure (2)